

Community Services Department - 3500 S. Rural Road- Tempe, Arizona 85282 - (480) 350-5400



Kid Zone Nutrition Asst. Activity Leader

Opening Date:

Closing Date:

Program Dates:

Program Hours: Fall/Spring: Weekday Afternoons: 2:30 – 6 p.m. and either Wednesday or Friday Early Release

once a week from 12:45 - 6 p.m. Some paid evening trainings are required. Times may vary

depending on the school.

Summer: Program runs Monday through Friday from 6:30 a.m. – 6:00 p.m. Nutrition Instructors

are scheduled to work 6 to 8 hrs/day (specific schedule decided upon hire).

Starting wage is \$8.50 per hr. for Nutrition Asst. Activity Leader available 5 days a week **Hourly Wage:**

including at least one early release day.

Wage is \$7.65/hr for Substitute Nutrition Asst. Activity Leader available only 3-4 days per week

or no early release days.

Requires some experience working in an organized recreation, child care or school program **Experience:**

with elementary age children. Education in child development, nutrition and/or physical fitness is highly desirable. Must possess the ability to plan, organize, and implement centers focused on nutrition and physical fitness for school-age children. Must be able to organize and manage paperwork including contact tallies and evaluations for centers. Must have positive personality, willingness to learn and child management skills. Must have good speaking/communication skills and the ability to work effectively with children, families, coworkers, and Community Services Department staff. Must meet AZ Dept. of Health Services Child Day Care Center Assistant Teacher-Caregiver requirements. Requires successful completion of required selection process, successful completion of background investigation and verification of identity and work authorization.

Job Functions: Under the supervision of the Nutrition Specialist and Community Education Coordinator:

- Working with and implementing Nutrition Network Grant objectives by assisting Nutrition Educator I or II teaching nutrition and physical fitness lessons at 11 after-school programs. This position rotates to a new site every 2 weeks.
- Create and implement independent learning centers related to nutrition and physical activity
- Completing supply orders, posters and center signs for activities.
- Establish and maintain effective relationships with the children, parents, school staff and other community members.
- Assist in maintaining safety and control of class participants.
- Assist in maintaining an environment that promotes cooperation, learning and enjoyment.
- Encourage high participation of students and track attendance of each class.
- Assist in maintaining facility by keeping it clean, organized and secure.
- Help with daily site duties such as set-up and take-down (lifting and carrying).

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Pre-employment Requirements:

- Submit names, complete addresses and phone numbers of **6** references.
- Submit proof of negative TB/Tine test and MMR Immunization or inoculation.
- Must undergo fingerprint check.
- Must have high school diploma or equivalent.

Additional Requirements:

- Nutrition Program provides 2 staff shirts to new instructors. More shirts may be purchased upon hire.
- Must obtain a Food Service Workers card upon hire (prior to working at sites).
- Must attend our paid new employee orientation and trainings (prior to working at sites).

*This position is eligible for promotion to Nutrition Educator I upon successful completion of required experience, positive evaluations, and availability of Educator I position.

Apply: City of Tempe Community Services Department, Social Services 3500 S. Rural Rd. 2nd floor (Tempe Public Library), Tempe, AZ, 85282 Monday – Friday 8 am – 5 pm.

Or apply online at www.tempe.gov/kidzone.

Questions: Contact Leah Sergeant at 480-350-5407.